



INVESTIGATOR, SPECIAL

Characteristics of Work

This is sophisticated investigative work involving the identification of organized crime figures, ascertaining their legal and illegal activities and determines their relationship to organized crime syndicates. The work involves the responsibility for independent investigation; rendering assistance to and obtaining the cooperation of federal, state, county and municipal law enforcement agencies; assisting prosecutors in the investigation of substantive violations of the laws of the United States or the State of Mississippi; and gathering evidence to sustain successful prosecution. Incumbents prepare reports of their activities; prepare correspondence in connection with investigations; and testify in court when necessary. Investigators in this classification deliver speeches before social, civic and law enforcement groups. The work is subject to review by an administrative supervisor.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Interviews persons and checks records to compile evidence.

Conducts surveillance utilizing photographic and other specialized surveillance equipment.

Develops and operates sources of information and confidential informants capable of producing information concerning organized crime activities.

Maintains effective liaison with all law enforcement agencies and prosecutors in assigned territory.

Assists county and local law enforcement agencies in their investigative efforts into organized crime and assists with the establishment of special intelligence units.

Prepares and answers correspondence in connection with investigative work.

Delivers speeches to social, civic, and law enforcement groups on matters pertaining to organized crime.

Testifies in court when necessary.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Interviews persons and reviews records to compile evidence.
2. Assists in conducting investigations and performing surveillance.
3. Assists in case preparation and testifies in court before grand juries and special hearings.

4. Prepares reports of investigative findings and makes recommendations as to appropriate action.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to stand; walk; sit; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university,

AND

Experience:

Two (2) years experience in the investigative or law enforcement field;

OR

Education:

An Associate's Degree from an accredited four-year college or university,

AND

Experience:

Four (4) years of experience in work directly related to the above-described duties, two (2) years of which must have been in the investigative or law enforcement field;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED),

AND

Experience:

Six (6) years of related experience, two (2) years of which must have been in the investigative or law enforcement field.

Substitution Statement

Related education and related experience may be substituted on an equal basis; however, there shall be no substitution for the required two (2) years of experience in the investigative or law enforcement field.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.